



## Multicultural Advisory Group

*Terms of Reference 16 May 2023*

### 1. Background

- Kingborough Council is committed to creating a safe, positive and inclusive community.
- Key priorities for Kingborough Council, as outlined in the *Strategic Plan 2020-25*, include:
  - 1.1 A Council that engages with and enables its community.
  - 1.2 An inclusive community that has a strong sense of pride and local identity.
  - 1.3 Service provision that meets the current and future requirements of residents and visitors.
  - 1.4 Community facilities that are safe, accessible and meet contemporary standards.
- Council has an ongoing commitment to facilitating inclusiveness, respect and equality for culturally diverse people in Kingborough through advocacy, support services and policy.
- Council would like to build a better understanding of Kingborough's culturally diverse communities, their issues and concerns and identify ways that Council can engage and support our culturally diverse communities, within the scope of our role.
- On 19 December 2022, Council approved a Multicultural Advisory Group being convened to engage with the community and develop a Multicultural Strategy that will be returned to Council for endorsement.

### 2. Aims & Purpose

The aims of the Advisory Group will be to support engagement with culturally diverse communities in Kingborough, and to guide the development of a Multicultural Strategy that outlines actions Council can take to support improved outcomes for these community members.

The following activities will be guided by the experience and connections of the members of the Advisory Group:

- Input on the design of engagement with our culturally diverse communities, to inform development of the Strategy.
- Analysis of data coming from engagement and identification of ongoing and emerging issues and gaps in services that may need to be addressed.
- Input into the development of actions for Council to be considered for inclusion in a Multicultural Strategy that will outline Council's approach to supporting cultural diversity and inclusion.
- Adherence to all National Human Rights and State Anti-discrimination legislation that protects the rights of individuals.
- Maintaining a local Kingborough focus on supporting culturally diverse communities, while being informed by conversations and issues at the Tasmanian and National levels.

### 3. Membership

The Advisory Group will comprise no more than 12 members. There will be two Councillors (Chair and Deputy Chair), with the remaining members to be from Kingborough's culturally

# Kingborough

diverse community and relevant service and advocacy organisations. Membership will be determined following an expression of interest process.

## **4. Meetings**

- Meetings will be chaired by a Councillor. In their absence, Deputy Chair will chair the meeting.
- Members will receive a Meeting Agenda prior to the meeting.
- Decisions will be made by consensus. If consensus cannot be reached, decisions will be made by a majority vote of members.
- Decisions made by the Advisory Group are not binding on Council. They are only advisory in nature.
- Secretariat support, including the preparation of Meeting Agendas and Minutes will be provided by Council officers from within the Environment, Development and Community Directorate.
- It is anticipated that there will be at least 6 meetings this year. Dates and times will be confirmed with members.
- Subcommittees may be formed if required, at the discretion of the Chair.
- Due to the short-term nature of the Advisory Group, if a member leaves, their position will not be replaced.

## **5. Roles and Responsibilities**

To achieve the above goals, the membership of the Advisory Group will commit to:

- Attending all scheduled meetings. The Chair will make contact with any member who misses 3 meetings to discuss their ongoing role on the working group.
- Creating a safe and inclusive space for all its members through engaging in proper behaviour and attitudes.
- Actively and constructively participating in meeting discussions and community consultations and fostering collaboration through open, honest and respectful conversations.
- Contributing their skills, knowledge and experience where possible.
- Providing advice, feedback and identifying gaps and opportunities to improve outcomes.

## **6. Behaviour Conduct**

- Some discussions held within the group may include information that is disclosed in confidence. Unless in agreement with other members of the Advisory Group, these discussions are not to be shared outside of the meeting. General issues raised within the group can be discussed as long as they are de-identified and any personally sensitive information is removed.
- Email addresses will remain confidential.
- Members are clear about their needs.
- Space is given to the quieter voices in the room.
- Space and time are given for reflection and feedback.

# Kingborough

- Violence or intimidation towards other group members will not be tolerated and no group member will be humiliated or abused in any way.
- Space will be provided for any member of the working group who needs to step out of the room. Support from Council staff will be available, if required or other support sought at the request of the Advisory Group member.
- Any instance where an Advisory Group member has a personal, financial or other interest in matters under consideration, is deemed a conflict of interest. This must be disclosed to the Chair for consideration. For example, a member might have a financial interest for themselves, family or friends in advice about funding a specific service.
- Group members cannot participate in the group under the influence of alcohol or other drugs.

Failure to comply with any of these points may result in dismissal from the group.

## **7. Term**

This 'terms of reference' is effective from 30 June 2023 and continues until the Multicultural Strategy has been finalised for consideration by Council, unless terminated by agreement between the parties. It may be amended after consultation with Advisory Group members.

Note, this Advisory Group has a defined purpose and does not constitute an ongoing advisory group to Council.